



State of Tennessee Department of Children's Services

## **Administrative Policies and Procedures: 20.32**

### **Subject: Modified Diets**

Supersedes: DCS 20.32, 03/01/98

**Local Policy: No**

**Local Procedures: No**

**Training Required: No**

Approved by:

Effective date: 03/01/98

Revised date: 07/01/01

### **Application**

To Superintendents, Health Administrators, and Food Service Staff.

**Authority:** TCA 37-5-106

### **Policy**

Modified diets shall be provided as medically or dentally indicated.

### **Procedures**

#### **A. Authorization and indications**

##### **1. Who may authorize**

Modified diets may be ordered only by authorized health care personnel.

##### **2. Conditions**

- a) Modified diets must be ordered only when a medical or dental condition precludes the youth from eating food on the regular menu or when proper treatment requires alteration of the diet.
- b) Modified diets must not be ordered to accommodate youth food preferences or special requests such as ice, juice, or other items not available on the regular serving line.

#### **B. Requests/orders**

##### **1. Form**

Modified diets must be ordered using form CS-0069, *Modified Diet Request*.

## **2. Advance notice**

The diet must begin with the next scheduled meal unless otherwise indicated. The written order form CS-0069, *Modified Diet Request*, must be delivered to the food service manager or his/her designee two hours prior to the serving time in order to be effective for that meal.

## **3. Canceling orders**

When a diet order is canceled, regardless of the reason, the health provider must notify the food service department by telephone and in writing, using form CS-0069, *Modified Diet Request*.

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| <b>C. Reference for diet specifications</b> | Staff may consult the central office food service director and refer to the current American Dietetic Association <u>Manual of Clinical Dietetics</u> for the specifications of modified diets to be ordered and provided. |
| <b>D. Supervision of service</b>            | When trays are served in the infirmary, the service must be supervised by the person in charge or by whichever staff person the health administrator may designate.  |
| <b>E. Documentation</b>                     | Food services staff must return form CS-0069, <i>Modified Diet Request</i> , to the clinic, and medical staff must place it in the youth's health record.  |
| <b>F. Monthly review</b>                    | Modified diets must be reviewed and renewed by a physician every 30 days.  |

## **Forms**

CS-0069      Modified Diet Request

## **Collateral Documents**

None

## **Standards**

3JTS-4A-07